



# MEETING MINUTES

## State of Louisiana ERP Project

### *Check Management*

09/30/08

8:30 a.m. – 4:30 p.m.

Location: DOTD Building, DOTD East Wing, 6<sup>th</sup> Floor

#### Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Beverly Hodges	Y	Y	
2.	Drew Thigpen	Y	N	
3.	Eileen Scherich	Y	Y	
4.	Marietta Holliday	Y	Y	
5.	Rhoama Speights	Y	N	
6.	Anees Pasha	Y	Y	
7.	Afranie Adomako	Y	N	
8.	Beverly Shaw	Y	N	
9.	Mary Canella	Y	Y	
10.	Wynnette Kees	Y	N	
11.	Duane Fontenot	Y	N	Cheryl Sullivan & Laurie Ducote attended
12.	Jeff Reynolds	Y	N	
13.	Saysa Leduff	Y	Y	
14.	Ashley Peak	Y	Y	
15.	Brett Hunt	Y	Y	
16.	Gwen Thomas	Y	N	
17.	Ron Granier	Y	N	Nelson Green attended
18.	Debra Jones	Y	Y	
19.	Clarence Lymon	Y	N	
20.	Richard Harbor	Y	Y	
21.	Gary Hall	Y	N	Glenda Hannaman attended
22.	Jama Scivicque	Y	N	Trudy Jackson attended
23.	Erin Bielkiewicz	Y	N	
24.	Cheryl Sullivan			DSS
25.	Glenda Hannaman			STO
26.	Trudy Jackson			STO
27.	Christine Battley			DNR
28.	Laura Crook			DOJ
29.	Laurie Ducote			DSS

<i><b>Agenda Item and Notes</b></i>	<i><b>Owner(s)</b></i>	<i><b>Action Items &amp; Assignments</b></i>	<i><b>Comments / Follow-up</b></i>
1. <b>Logistics, Ground Rules, &amp; Introduction</b>	Marietta Holliday	<ul style="list-style-type: none"> <li>None</li> </ul>	
2. <b>Project Timeline</b>	Marietta Holliday	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>3. Workshop Objectives</b> <ul style="list-style-type: none"> <li>Review proposed "TO-BE" Vendor Payment Process</li> <li>Define House Bank / Bank Accounts used for Vendor Payments <ul style="list-style-type: none"> <li>Check</li> <li>ACH</li> </ul> </li> <li>Define Check Number Schema for Vendor Checks</li> <li>Define business requirement for check output design</li> <li>Develop business process design supporting daily Check Management <ul style="list-style-type: none"> <li>Positive Payment File</li> <li>Stop Payments</li> <li>Voids</li> <li>Cash Check Files</li> </ul> </li> <li>Develop business process design supporting escheated checks and Return Payments</li> <li>Identify reporting requirements for Check Management</li> </ul>	Marietta Holliday Mary Walker Anees Pasha	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>The "TO-BE" Vendor Payment Process was reviewed and discussed.</li> <li>The House Bank for outgoing vendor payments was defined <ol style="list-style-type: none"> <li>1. Checking</li> <li>2. ACH</li> <li>3. Wire transfer</li> </ol> </li> <li>The check numbering schema was not defined.</li> <li>The business requirement for the check output design was not defined.</li> <li>The business process design for Void and Void and Re-Issue was developed.</li> </ul>
<b>4. Business Process Review</b> <ul style="list-style-type: none"> <li>"AS-IS" Process <ul style="list-style-type: none"> <li>Special Checks</li> <li>Imprest Fund</li> <li>Void and Re-issue Check</li> <li>Petty Cash Reimbursement</li> </ul> </li> <li>Retiring Payment Systems</li> </ul>	Marietta Holliday Mary Walker Anees Pasha	<ul style="list-style-type: none"> <li>None</li> </ul>	

- Process Improvement Opportunities
- SAP Glossary
- SAP Concepts and Functionality
- "TO-BE" Business Process Flow
- Leading Practices
- Enterprise Readiness Challenges

## 5. Action Items

Marietta Holliday  
Mary Walker  
Anees Pasha

- Obtain a screen shot of accounting entries required for Void and Re-Issue: J1 (CY) and J1 (PY)
- Obtain a screen shot of fields accessed on the DOTD Transaction Notice document
- Obtain a copy of the current check design and/or layout and check numbering schema

## Discussion:

### AS-IS Processes

*The review of the AS-IS process for Void Check and Petty Cash Reimbursement revealed no discrepancies in the process. All agencies present agreed that the procedure was uniform.*

*The review of the AS-IS process for Special Checks Imprest Fund revealed that some agencies access TMS (Travel Management System) to process while others utilize QuickBooks. The TMS system creates the PV's and PVQ's with all the necessary coding and whereas the QuickBooks process is all manual.*

*The review of the AS-IS process for Void and Re-Issue of Checks revealed that some of the AS-IS processes were not available that addressed current procedures being followed in relation to Districts/Sections. But for the most part all agencies present stated that basically the same procedure is used across all agencies with respect to the Transaction Notice being exclusive to DOTD. The Transaction notice is used to reverse payments and expenses within the Current Year.*

### Retiring Payment Systems

*During discussion there were some concerns with QuickBooks and the TMS system. Agencies present inquired whether or not QuickBooks could be interfaced into SAP. There was discussion surrounding TMS generating checks*

### Parking Lot

- Vendors on ADRV table are excluded from Payment Run (Manual update)
- OSRAP Business Requirements with Cash and Payments in relation to the House Bank

### Actions Items

- Obtain a screen shot of Accounting entries in ISIS in relation to the J1 (current year) and J2 (prior year)
- Obtain Transaction Notice from DOTD
- Follow-up on possible TMS systems interfacing with SAP and its possible role in SAP "TO-BE"
- Follow-up with OSRAP and State Treasury Office on the Check Process
- Follow-up with State Treasury Office on ZBA Accounts needed in SAP
- Follow-up with OSRAP on Business Process on Clear Pay for mass reversal of credits.
- Follow-up with OSRAP on the Positive Pay file that is generated with the Batch run
- Follow-up with OSRAP for a copy of check (design/layout) and check numbering schema
- Follow-up with State Treasury Office to discuss Recon Plus system (Reconciliation software)
- Follow-up with Cash Management (CM) to confirm classification of revenue during deposits
- Follow-up with House Bank on Void Check file that can be used with the Voided checks
- Follow-up with the State Auditors business process for retaining voided checks
- Follow-up with OSRAP on stale checks procedures

#### Organizational Impact

None

#### FRICE-W

- TMS interface to SAP Accounting
- DSS current payment systems that generate payments, interface with ISIS, Positive Pay functionality, and Daily Cash Check
  - DDU Applicant Travel @ Liberty Bank
  - Child Support Payment System
  - TIPS Foster Care
  - JAC/CCAP
  - BRIS-Rehabilitation Services
  - TMS
  - DDS-Vendor Payments to Doctors
  - EBT
- Vendor payment tracking website-updating information through SAP
- Positive Payment file as outgoing interface
- Outbound interface to Chase bank for voided checks (.CSV)
- Inbound file from Chase for Stop Payment confirmation
- Automatic Payment Block update for cancelled invoices
- Updating OSRAP website for outstanding checks

#### Integration Points

- PS – Review the Void and Re-Issue Checks for previous fiscal year (projects)
- CM – Confirmation of ZBA General Ledger accounts needed in SAP.
- FM – Determine the Business Requirement for Cash Edit during vendor payments.
- CM – Review Recon Plus system with State Treasury Office.
- CM – Review and discuss the Electronic Bank Statement coding by agency.
- FM – Review and discuss the Prior Year transactions and processes.

- **MM – Ensure that there is Accounting representation in blueprint sessions for Closed Purchase Orders.**

#### **Key Decisions**

- **Positive Payment**
- **Internal Check numbering schema was defined.**
- **Check form printed on blank stock**
- **Centralized payments process across all agencies**
- **Cashed check file process**